

EA-57/I.b/1

OCR NOTICE

CR 25-100-1

23 September 1957

OCR TRAINING POLICY

1. OCR will generally recommend OTR-sponsorship for external training only if all of the following conditions are met:
  - a. The requested training will benefit the Agency either by increasing the employee's capability to perform his or her current duty assignment more effectively, or by preparing the employee to undertake specified projected duty assignments requiring greater skill or responsibility.
  - b. The employee has served at least the one-year probationary period with the Agency, and declared his or her intention of making a career of service with CIA.
  - c. The employee's fitness and training reports have shown at least satisfactory performance. Individuals are expected to receive a grade of "B" or higher in an Agency-sponsored external course, and failure to do so may cause the individual to be placed on probation by OTR.
  - d. The requested training, or its equivalent, is not available through internal CIA facilities.
2. External training taken at the individual's own expense will be favorably considered in evaluating requests for Agency sponsorship. (Procedures are established to record in the individual's Personnel Folder any courses of intelligence interest that are taken at the individual's own expense.)
3. OCR will continue to encourage maximum use of internal training facilities so long as the training is related to the employee's current or projected duty assignments.
4. In cases of conflict between members of the Career Staff and non-members, preference for training will be given to the former.

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Assistant Director  
Central Reference